

**Cultural and Linguistic Competence Committee**  
**Meeting Minutes**  
**July 24, 2008**

**Members Present**

Matthew Mock  
 Kelvin Lee  
 Gaines Lyons  
 Rachel Guerrero  
 JoAnn Johnson  
 Stacie Hiramoto  
 Sergio Aguilar-Gaxiola

**Staff Present**

Nicole Behler  
 Earl Green  
 Beverly Whitcomb  
 Sheri Whitt

**Others Present**

Rocco Cheng  
 Katherine Elliott  
 Antonia Taylor  
 Patrick Henning, Commissioner

Discussion Topic	Highlights	Next Steps	Person(s) Responsible	Timeline
Committee staffing and chair	<p>Sheri Whitt announced that due to workload issues, Plan Review staff that currently staff committees will be replaced.</p> <p>Linford Gayle will no longer chair the committee</p>	<p>Beverly Whitcomb will replace Earl Green</p> <p>Larry Trujillo will replace Linford Gayle</p>	Whitcomb	<p>Immediately</p> <p>Sept 08</p>
CLC Report to MHISOAC	<p>Whitt described the MHISOAC 3-year calendar, indicating that each committee is scheduled to report</p> <p>Kelvin Lee:</p> <ul style="list-style-type: none"> <li>CLC is responsible to provide feedback to the MHISOAC</li> <li>CLC should be part of the new commissioner orientation</li> </ul>	<p>CLC scheduled to report in September, 2008</p> <p>Major Areas for Report:</p> <ol style="list-style-type: none"> <li>Un-, under-, and inappropriately served</li> <li>Disparities in committee membership</li> </ol>	Whitcomb, Whitt, Rachel Guerrero	Develop outline by August 08 meeting

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CLC Report to MHSOAC (Cont'd)	<p>Matthew Mock:</p> <ul style="list-style-type: none"> <li>MHSOAC activities need to be coordinated with CMHDA Social Justice Committee</li> </ul>	<p>3. Methodologies to address disparities</p> <p>4. Revised committee application</p> <p>5. Broaden report to include how to address and need to measure</p> <p>Possible recommendation that each commissioner attend CLC Committee meetings on a rotating basis</p>		
Tab 3 – Discussion on Membership, Responsibilities, and Attendance	<p>Stacie Hiramoto presented the CLC Membership Subcommittee's report, "Membership and Responsibilities" and also an outline regarding attendance, including recommendations for assessing if current members will still participate.</p> <p>Hiramoto concluded that the CLC Committee has 14 members, including the chair and one vacancy. Hiramoto recommended that Rocco Cheng fill the remaining vacancy and that one more member be recruited to represent the Native American community, which will bring the total committee membership to 16.</p>	<p>Email all committee members, attaching a copy of the "Membership and Responsibilities" document; request response regarding their interest in serving on the committee by a particular date.</p> <p>Whitt will request that the Attorney General review the proposed revised membership application</p> <p>Ask Linford Gayle to appoint Rocco Cheng to the committee</p> <p>Need to recruit and recommend a Native American partner for membership</p>	<p>Whitcomb</p> <p>Whitt</p> <p>Whitcomb</p> <p>Whitt, Lee, Hiramoto</p>	<p>Immediately</p> <p>Sept 08</p> <p>Immediately</p>

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Tab 3 – Discussion on Membership, Responsibilities, and Attendance (Cont'd)	<p>Lee expressed concern that increased membership will affect the committee's budget, noting that the work plan allows bringing in individuals from the outside for a particular issue. Whitt stated that each committee can have as many members as needed – 15 is a suggested number.</p> <p>JoAnn Johnson suggested reviewing membership criteria in work plan to ensure representatives from all organizations are included</p> <p>Review work plan to determine the term of committee membership to determine is some members have completed their term</p>	<p>Check with MHSOAC Budget Shop to ensure funding is available to support additional members</p> <p>Done – consistent with work plan</p> <p>Work plan includes language that members will serve a two-year term</p>	<p>Whitcomb</p> <p>Whitcomb</p> <p>Whitcomb</p>	
Tab 2 – Disparities – Terms and Definitions	<p>Rachel Guerrero presented a draft paper on disparities and stated that the committee needs to engaged more issues than only un-, under-, and inappropriately served. Guerrero suggested broadening the topic to discuss overall disparities</p>	<p>Proceed to refine paper for use in committee report to MHSOAC</p>	<p>Whitcomb, Whitt, Guerrero, Antonia Taylor (Arnulfo Medina to review)</p>	<p>Draft for August 08 committee meeting</p>

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Tab 2 – Disparities – Terms and Definitions (Cont'd)	<p>Sergio Aguilar-Gaxiola stated that disparities should be measured by access and quality. A standard should exist as a point of reference. Suggests the following report to help clarify how to apply and measure the data:  <i>National Health Disparities Report</i>, Agency for Healthcare Research and Quality.</p> <p>Guerrero stated that DMH will have a committee to look at indicators, which could inform this activity as part of the overall system – Integrated Plan. Guerrero stated that MHSOAC needs to make recommendations regarding access, quality of care, etc.</p> <p>Regarding the ten recommendations made in Guerrero's paper, Lee stated that the committee can make recommendations for #1, 2, 3, 8, 9, and 10. The committee should make recommendations for further work on #4, 5, 6, and 7. Whitt stated that the MHSOAC needs a statement of intent or a list of assumptions in which to put these recommendations into a context.</p>	Will secure for committee	Whitcomb	August 08

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Tab 2 – Disparities – Terms and Definitions (Cont'd)	<p>Mock stated that other documents should be used as references:</p> <ol style="list-style-type: none"> <li>1. CA Mental Health Master Plan</li> <li>2. CMHDA Framework</li> <li>3. Santa Barbara paper</li> </ol> <p>Arnulfo Medina stated that a more immediate need exists with regard to disparities. The committee should focus on how, what, why, who, etc.; who is making decisions at the county level to impact service delivery – which counties are showing a reduction of disparities? The committee should develop a fact sheet with recommendations about what these priorities should be.</p> <p>Other comments included the following:</p> <ul style="list-style-type: none"> <li>• This should be included in the Integrated Plan</li> <li>• Showcase those counties that are making progress</li> <li>• In many counties, this data is lacking and this could help counties move forward.</li> <li>• This is an opportunity to educate commissioners regarding what disparities are – how to get data where no data exists and how to measure.</li> </ul>			
Discussion	Highlights	Next Steps	Person(s)	Timeline

Topic			Responsible	
Tab 2 – Disparities – Terms and Definitions (Cont'd)	<ul style="list-style-type: none"> <li>Should include reference to “practice-” or “community-based” evidence</li> </ul>	Look at the Network for Eliminating Disparities (NED) for discussion and examples	Whitcomb	Immediately
MHSOAC Training	<p>Lee reminded the committee that training for commissioners and staff is part of the work plan</p> <p>Guerrero stated that the CRHD will conduct a 2-day training on disparities in the Spring 2009.</p>	<p>Whitt will request annual cultural competence training for commissioners and staff</p> <p>Encourage Commissioners to attend.</p>	Whitt	
Next Committee meeting (August 2008)	The committee agreed to meet from 9:00 a.m. to 5:00 p.m. on Wednesday, August 27, 2009 in Monterey.	<p>Check on reimbursement for two nights lodging for committee members (August 26 and August 27)</p> <p>Agenda items to be rolled over to August meeting:</p> <ul style="list-style-type: none"> <li>Review/approve June 2008 meeting minutes</li> <li>Follow up discussion on Native American Engagement (Kelvin Lee)</li> <li>Planning Meeting -- discussion</li> </ul>	Whitcomb	August 08